

German

Contact Person Donna Hillis 5-2285

DESCRIPTION	CUSTODIAN	LEGAL	ACTIVE	NON- ACTIVE	OFFICIAL	CONFI- DENTIAL	VITAL	CURRENT RECORD FORMAT	DUPLICAT ED ELSEWHE	SAFEGUARD MEASURES CURRENTLY IN
Payroll files	Hillis		CY+1	4 yrs	yes	yes	yes	paper	yes	locked file cabinet
Travel vouchers	Hillis		CY+1	4 yrs	yes	no	no	paper	yes	locked file cabinet
Phone bills	Hillis		CY+1	4 yrs	yes	no	yes/no	paper	yes	locked file cabinet
Grant accounts and awards	Hillis		CY	5 yrs	yes	yes/no	yes	paper	no	locked file cabinet